



NEW MEXICO DEPARTMENT OF PUBLIC SAFETY

2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

2023 Subgrantee Application Packet



**Michelle Lujan Grisham, Governor,
State of New Mexico**

**Jason R. Bowie, Cabinet Secretary,
New Mexico Department of Public Safety**

Application Deadline: **5:00 P.M. on April 12, 2024**

Submit via: CapMax application software.

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OVERVIEW

Introduction

The Edward Byrne Memorial Justice Assistance Grant Program (Byrne JAG) is administered by the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA), through the New Mexico Department of Public Safety (NMDPS). The NMDPS is the assigned State Administering Agency (SAA) on behalf of the State of New Mexico for all Byrne JAG funding. As such, the NMDPS is responsible for conducting coordinated and transparent strategic planning, along with the implementation of structural reforms that improve the administration of justice. Strategic planning is utilized to analyze crime trends, evaluate the priorities of all segments of the criminal justice system, set out a plan for reducing crime and victimization, and guide the use of the grant funds. In this role, the NMDPS through the Grants Management Bureau (GMB), provides administrative oversight, monitoring, and programmatic reporting statewide to assure compliance with State and Federal laws and regulations. The NMDPS GMB is responsible for the fiscal management of this award and will provide leadership and technical assistance to all subgrantees in identifying programmatic needs, preparing JAG subgrant proposals, and administering JAG subgrant awards.

Byrne JAG is the cornerstone federal crime-fighting program, enabling communities to target resources to their most pressing local needs. The program awards are authorized by the 42 U.S.C.§3751(a). Byrne JAG is the primary provider of federal criminal justice funding to state agencies and local jurisdictions throughout the State of New Mexico. Byrne JAG's hallmark is its flexibility; Byrne JAG funds support all violent crime related facets of the criminal justice system, specifically Multi-Jurisdictional Drug Task Forces (MJDTF), Gang Task Forces (GTF), and other coordinated efforts to reduce violent crime. Most importantly, Byrne JAG funding provides states, localities, and tribal nations the ability to address their most pressing public safety challenges by filling funding gaps, leveraging other resources, and encouraging collaborative work across city, county, and state lines. This breadth and flexibility mean states and local communities can use Byrne JAG to balance resources and address problems across the entire criminal justice system.

Purpose

The objective of the New Mexico JAG Program is to provide state agencies and units of local government with the resources necessary to provide, or supplement, personnel costs (including overtime), contractual support, travel and training, technical assistance, and information systems for criminal justice in alignment with the Southwest Region New Mexico High Intensity Drug Trafficking Area's (HIDTA) Threat Assessment and Drug Strategy's approach to combating illicit drugs and violent crime within eligible program purpose areas. For information on how to get a copy of the Southwest Region New Mexico High Intensity Drug Trafficking Area's (HIDTA) Threat Assessment and Drug Strategy documents, contact Sheila McDonald at 505-469-5816 or sheila.mcdonald@dps.nm.us

The State of New Mexico, through the Office of the Governor, established the Drug Enforcement Advisory Council (DEAC) as the governing body of Byrne JAG¹ and designated the Cabinet

¹ New Mexico Executive Order 1996-014

Secretary of the NMDPS as the Chairman of DEAC.² The mission of DEAC is to recommend policy to the Governor and the DEAC Chairperson concerning illegal drug and violent crime issues that significantly impact the quality of life for New Mexicans. DEAC representation is comprised of board members from various state, local, and federal law enforcement and task force entities that are functional throughout the State of New Mexico (Appendix I). Through DEAC, the State of New Mexico adopted the Southwest Border High Intensity Drug Trafficking Area (New Mexico Region) Statewide Threat Assessment and Drug Strategy (HIDTA Strategy). The adoption of the HIDTA Strategy assists the DEAC in coordinating statewide efforts to combat illicit drug issues and violent crime. The analysis provided by these reports also assists the DEAC in strategizing responses to drug and violent crime activities within the state and within the context of regional and national trends.

Deadline

Applications for the 2023 JAG subgrants are due no later than **5:00 PM on Friday, April 12, 2024**. *Failure to apply by the deadline will result in the application being denied.*

This solicitation may be cancelled, and all applications may be rejected in whole or in part when it is deemed to be in the best interest of the New Mexico Department of Public Safety (NMDPS). This is a competitive solicitation, and no application is guaranteed funding under this solicitation. If the State of New Mexico does not receive or receives limited 2023 JAG funding, NMDPS has the right to terminate this solicitation in whole or in part.

Statutory Authority

The New Mexico Administrative Code 10.10.3 (NMAC), Application Procedures Governing the Edward Byrne Memorial Justice Assistance Grant Program.

<https://www.srca.nm.gov/parts/title10/10.010.0003.html>

Distribution of Formula Funds

The DPS-GMB shall distribute a minimum of 48.3% of the total grant to local units of government, with the remaining amount available for statewide law enforcement purposes. The minimum amount may be exceeded by providing funds not used at the state level to local units of government.

For 2023 the total amount of variable pass-through funding available to local law enforcement agencies is approximately **\$916,094.00** and the total amount of state funding available to qualified state agencies is approximately **\$980,227.00**.

Program funds are intended to add to, augment, and/or supplement, but not supplant, resources already committed to the drug and violent crime control effort. Although supplanting is prohibited, the leveraging of funding is encouraged.

² New Mexico Executive Order 2011-013

ELIGIBLE PROGRAM AREAS & FUNDING PRIORITIES

The DEAC set the eligible program purpose area(s) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program to be limited to:

- ❖ Law Enforcement Programs
- ❖ Prevention and Education Programs

According to the 2023 New Mexico HIDTA Drug Threat Assessment, New Mexico had the nation's second highest violent crime rate in 2022 – 7.8 incidents per 1,000 residents versus 4.0 nationwide. Property crime is also higher than the national average, coming in at 28.4 incidents per 1,000 residents versus 19.6 nationwide. Albuquerque crime offenses accounted for more than half of the state's crime overall. In 2022, Albuquerque had 13.4 violent crimes per 1,000 residents and 50.1 property crimes per 1,000 residents. These high numbers of violent crime and property crime are commonly associated with a drug use problem. The State of New Mexico encompasses 121,589 square miles and is sparsely populated with an estimated population of 2,135,024. Sixty-eight percent of the state's population resides in the four (4) metropolitan statistical areas (MSAs): Albuquerque, Las Cruces, Santa Fe, and Farmington. In 2021, New Mexico also had 578 deaths caused by firearms, the third highest rate of firearms deaths in the United States per 100k population. This crime data illustrates the growing culture of violence in New Mexico, which in conjunction with the increase in gun violence and drug related offenses make public and officer safety a priority for the state.

New Mexico has historically endorsed regionally coordinated law enforcement and prevention and education programs with the Byrne JAG funding. The purpose of this endorsement was to sustain evidence-based, intelligence-driven, multi-jurisdictional, drug trafficking enforcement, highway interdiction, and criminal gang activity suppression. To accomplish these tasks, Byrne JAG funding has been used on purpose areas that include but are not limited to 1) community outreach efforts that inform target communities about gang activity within their communities and discourage youth involvement with gangs; and 2) support for Multi-Jurisdictional Task Forces (MJTFs) who are working to apprehend violent offenders, to stem gun violence, and to dismantle/disrupt drug trafficking organizations.

NMDPS and DEAC will continue to support agencies that demonstrate their ability to implement evidence-based projects and/or programs with the specific goal of reducing violent crime, use the New Mexico HIDTA Threat Assessment and Drug Strategy, and maintain their Uniform Crime Reporting (UCR) requirements. In addition, in the aftermath of numerous public shootings, DEAC encourages the investment of JAG Funds in evidence-based programs designed to reduce gun violence and enforce existing firearms laws.

ELIGIBLE APPLICANTS

For the 2023 funding cycle, eligible Law Enforcement Programs are limited to statewide, regional, or local law enforcement entities that support law enforcement activities in accordance with JAG program guidelines. The applicant sponsoring the program must be a unit of local government, which is a town, township, village, parish, city, county, or other general purpose political subdivision of a state; any law

enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; or a federally recognized Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior.

IMPORTANT NOTES:

- *State-level applicants must have budgetary spending authority before submitting their JAG request. Local-level applicants must list their respective city or county unit of government as the “Applicant Agency” on all forms (e.g., City of Clovis, not Region V Drug Task Force). **This agency will serve as the Fiscal Agent/Fiduciary for the program.** Local units of government who are eligible to receive a direct award through the DOJ-BJA may serve as the fiscal agent for a multi-jurisdictional task force.*
- *Prior subgrant recipients shall be in compliance with the stipulations of all previous awards in order to be eligible for 2023 JAG program funding.*

ELIGIBLE COSTS

Applicants must submit their application based on the true needs of their program and in consideration of all funding sources. The 2023 JAG funds available for this year’s award have increased slightly from 2022, however applicants should only request funding that is reasonable based on the goals and objectives of their program. Applicants funded in prior years are not limited by a maximum request ceiling. However, any requests above last year’s funding must be supported by a detailed description of the need for a program expansion or new funding gaps that are anticipated as well as specific increased program outcomes/activities that result from the increased funding.

Eligible Activities and Cost Items

- A. Personnel and fringe benefits (cap of \$60,000 for coordinator salary only excluding fringe)
 1. Personnel costs, including overtime, will only be paid for the provision of services that are directly in support of the JAG approved program activities and that are for the purpose of directly implementing the program and its approved objectives. **Personnel costs that are for the purpose of administering the grant funds will not be reimbursed.**
 2. Applicants requesting funds to pay salaries for personnel that are not performing field duties (e.g., coordinator, administrative assistant) are required to complete a Job Duties Questionnaire with their application to document the nature of the duties being performed. These individuals will also be required to submit time and effort reports delineating the hours spent working on JAG grant activity.
- B. Contractual costs
 1. Services either ongoing throughout the grant period, or on a one-time basis
 2. Non-field personnel whose salaries are paid out of contractual services must also complete a Job Duties Questionnaire to document the nature of the services being provided if their work will be ongoing throughout the grant period. These individuals will also be required to submit time and effort reports delineating the hours spent working on JAG grant activity.

C. Other Costs, including:

1. Travel
2. Equipment
3. Supplies
4. Confidential Funds: Expenditures for purchase of services, evidence, and information. Formula grant funds may be used for confidential expenditures used for the purchase of services, physical evidence, or information, including buy money, flash rolls, etc. In accordance with the OJP financial guidelines, confidential funds should only be allocated when 1) the merit of a program or investigation warrants the expenditure of these funds, and 2) you are unable to obtain these funds from other sources. All subgrantees who are applying for confidential funds must comply with the [OJP Financial Guide](#) policies and procedures regarding the management of Confidential Funds, and will be required to certify that they have read, understood, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of OJP's Financial Guide. Additionally, agencies that are utilizing confidential funds must have written policies and procedures for the management of such funds.
5. Other Costs such as telecommunication, equipment maintenance, fuel, and vehicle maintenance, janitorial or security services, and registration fees.

Ineligible Activities and Cost Items

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- Subgrantees may not pay overtime solely because they are using federal funds. The employing agency must allow for the payment of overtime out of non-federal funds as a matter of policy. Overtime policies shall be approved in advance by DPS-GMB.
- Expenses for non-JAG activities (e.g., JAG cannot fund a coordinator to perform HIDTA activities).
- Expenses related to administering the grant funds (e.g., ADMIN Fees).
- Land Acquisition
- Infrastructure
- Compensation of Federal Employees
- Travel of Federal Employees
- Clothing/Uniform Stipends
- Bonuses or Commissions
- Military-Type Equipment
- Lobbying or Fundraising
- First Class Travel
- Luxury Items
- Conference food and beverage
- Entertainment Expenses
- Tips/gratuities
- Bar Charges/Alcoholic Beverages
- Purchase of vehicles, vessels, or aircraft (except for police units)
- Indirect costs – all costs associated with funding requests shall be clearly identified.

- Unmanned Aerial Vehicles (UAVs)
- Body-worn cameras (BWCs) are allowed; however, they require further certification and approval directly from OJP before any purchases can be approved. If you are considering requesting funding for BWCs please reach out to DPS-GMB for further guidance.
- Body armor is allowed; however, it requires further certification and cannot be used in conjunction with the Patrick Leahy Bulletproof Vest Partnership (BVP). If you are considering requesting funding for body armor, please reach out to DPS-GMB for further guidance.
- Equipment for DNA testing of evidentiary materials is allowed; however, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

Supplanting

Federal funds shall be used to **supplement existing funds** for program activities and **cannot replace or supplant** those funds that have been appropriated for the same purpose. JAG funds shall be used to fund new programs or expand/enhance existing programs. A subgrantee **shall not use federal grant funds to pay for programs or expenses that the recipient already is obligated to pay or has funded in previous years**. Supplanting will be reviewed during the application process as well as during post-award monitoring.

Financial Requirements

Subgrantees shall comply with the financial and administrative requirements set forth in the current edition of the [DOJ Grants Financial Guide](#), and all applicable Uniform Guidance, which may be amended from time to time. Subgrantees are required to have access to all current financial guides in their respective locations.

- Fiduciary/Fiscal Agent shall agree to the terms included within the Fiscal Agent Certifications. The fiduciary/fiscal signing agent is defined as the sponsoring agency for the program.
- Fiduciary/Fiscal Agency Authorized Official assumes all financial liability for the program expenditures associated with the potential award of funds prior to being reimbursed by the Department of Public Safety.

IMPORTANT NOTES:

The Department of Public Safety – Grants Management Bureau shall not reimburse the fiduciary/fiscal agent until proof of payment for goods/services has been provided. Item(s) or services purchased must be allowable under the grant and follow all applicable procurement policies and procedures. Any expenditure incurred for goods and/or services that DPS-GMB determines is not allowable shall not be reimbursed.

Audit Requirements

Subgrantees shall submit their annual audit report in accordance with Part 200 Uniform Requirements or special award conditions.

APPLICATION PROCESS

Applicants for funding under the 2023 JAG Program must complete the application in full, including all required and appropriate signatures. CapMax applications shall be received by the Grants Management Bureau no later than 5:00 p.m. (MDT) on Friday April 12, 2024. It is the responsibility of the applicant to ensure that the completed application is received by the Department of Public Safety – Grants Management Bureau by the deadline; any application received after this deadline will not be considered.

Each applicant shall submit one (1) application to the Department of Public Safety, Grants Management Bureau via the CapMax application software.

If you have any questions, you may contact Oliver Benavidez at (505) 479-0507 or oliver.benavidez@dps.nm.gov.

Timeline

March 11, 2024	Release of 2023 Subgrantee Application Packet and Notice of Funding Availability
April 12, 2024 @ 5:00 PM	Subgrant Applications Due
April 15 - 18, 2024	DPS-GMB Review of Applications
April 19 - 29, 2024 (tentative)	DEAC Budget and Funding Sub-Committee Review
May 23, 2024 (tentative)	DEAC Board Meeting/Funding recommendations made/Ratification of recommendations
May 24 - June 30, 2024 (tentative)	Award Letters and Subgrantee Agreements processed and released to awardees
July 1, 2024	Subgrant Award Cycle Begins

IMPORTANT NOTES:

- Any funds not expended during the grant award period of performance shall be reverted.
- Per [NMAC 10.10.3.19 \(A\)](#), subgrantees shall have at least 35% of their grant funds expended by the end of the 2nd Quarter and 70% of their grant funds expended by the end of the 3rd Quarter. Subgrantees that do not meet this requirement may have their program funds reduced and reverted to DPS.

2023 JAG APPLICATION INSTRUCTIONS

On forms prescribed by DPS-GMB, applicants shall submit their 2023 JAG Program Application within the CapMax application website. Each application shall be reviewed for completeness and responsiveness to the requirements set forth herein. Any application that does not meet these requirements shall be deemed non-responsive and not reviewed further.

Use the link provided from the NMDPS website to access the CapMax application website. You will need to create your account and be approved by NMDPS-GMB before you can begin your application. Please allow 24 to 48 hours for this approval. You will be notified via email once your login has been approved. Once approved you can begin your application.

Please read through all the instructions within this solicitation and utilize the “Instructions” boxes within CapMax to help you navigate the application. CapMax will save automatically as you progress through the application. You can leave and come back to it at any time.

DO NOT hit “Save & Submit” until you are finished and are ready to submit your application.

If you have any problems with the CapMax system, please contact:
Oliver Benavidez at (505) 479-0507 or oliver.benavidez@dps.nm.gov.

It is advised that you start your applications as soon as possible and give yourself plenty of time to complete the application. This will ensure you have ample time to address any system issues before the application deadline.

FORMAT

1. Applicant Agency Information

- **Applicant Agency:** Enter the official name, physical and mailing address of the agency or institution applying for funds.
- **Applicant Agency Contact:** Enter the name, title, telephone number, and email address of the individual who is completing the application.
- **Project Director:** Enter name, title, telephone number and email address of the individual who will be in direct charge of the project. He or she should combine substantial knowledge and experience in the project area with a proven ability in administration and supervision of personnel; and will be expected to devote a major portion of his or her time to the project.
- **Applicant’s Fiscal Agency:** Enter the official name, physical and mailing address of the agency or institution who will be responsible for fiscal matters relating to the project and agency accounting, verification of expenditures, request for reimbursements and subgrant financial reports.
- **Fiscal Agency Contact:** Enter the name, title, telephone number, and email address of the individual who will be responsible for the fiscal matters relating to the project and in ultimate charge of the agency accounting, verification of expenditures, request for reimbursements and subgrant financial reports.

- **Fiscal Agency Authorized Official:** Enter the name, title, telephone number, and email address of the individual who has the signing authority to enter a binding contract on behalf of the fiscal agency.
- **Fiscal Agency UEI:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Unique Entity ID (UEI) number in their application for a new award or renewal of an award. Applications without a UEI number are incomplete. Obtaining a UEI number is a free, simple, one-time process. Call 1-866-705-5711 or apply online at <http://sam.gov/content/duns-uei>.

2. Program Summary – "**Rated Criteria**"

- **Project Title:** Enter the title or name of the project no longer than forty-five (45) characters.
- **Funding Request:** Enter the total amount of funding you are requesting. The note "Funding request does not match the total created budgets" will stay until you enter your budget information. Once your budget information is entered, check back to ensure that it matches here.
- **NM County(ies) Served:** Enter the names of all counties that will be served by the successful implementation of this project.
- **Congressional District:** Select which congressional district(s) will be represented in this project. To find the Federal Congressional District, visit <https://www.house.gov/>.
- **Program Purpose Area:** Select which DEAC approved program purpose area your project is most related to.
 - Law Enforcement Programs
 - Prevention and Education Programs
- **Applicant Agency Overview**
 - Enter the type of agency (task force, police department, etc.).
 - Year established, or duration of time agency has been in existence.
 - Geographical jurisdiction including population and square mileage of operational area.
 - Overall intended purpose of the agency or mission statement.
- **Problem Statement**
 - Identify the existing need and problem.
 - Explain the risk factors contributing to the identified problem.
 - Describe the target population and associated risk factors.
 - Include relevant data such as jurisdiction arrest, crime rates, and statistics.
- **Program Description**
 - Describe how the JAG funds will be utilized for this project.
 - Explain how the program will address the problem described above.
 - Describe the overall goals of this program.
- **Project Reporting & Evaluation**
 - Indicate who will be involved with collecting, reviewing, and submitting performance measurement data.
 - Indicate who will be responsible for submitting Quarterly Progress Reports and Performance Measurement Tool Reports.

- Explain how data is collected and routed from the field to the central office.
- **Alternative Plans (if not funded):**
 - Describe the plan for your program's sustainability should you not receive JAG funding.
 - Describe other potential funding sources available for this project.
- **Confidential Funds:**
 - Indicate if you are requesting to utilize funding for confidential informant funds.
 - If yes, how much you are requesting? Make sure this amount matches what you enter in your Budget.
 - If yes, provide a justification regarding what your agency will be utilizing confidential funds for.
 - Indicate why your agency is unable to obtain these funds from other sources.
- **Ranking Funding Priorities**
 - Rank the most essential funding line items or cost categories that will ensure your program's success.
- **Program Participants**
 - List all program participants by position, indicate if JAG funds their positions, and indicate if the participants work full-time or part-time for the applicant agency.
- **Collaborative Partnerships & Participating Agencies:**
 - List all collaborative partnerships and agencies participating in the program and indicate the type of agreement in place (MOU, contract, or letter of agreement). If none, enter "none".
 - Applicant Agency **must** provide a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by the applicant's fiscal agency, if applicable.
 - Multi-jurisdictional task forces **must** provide a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.
 - If applying for overtime (OT) funding, applicant agencies **must** provide an OT policy and procedure for each agency that will be requesting OT funds.

IMPORTANT NOTES:

All Agencies that intend to utilize Confidential Funds will be required to sign the **Confidential Funds Certification Form** as well as have written policies and procedures within the agency for the management of these funds. The Certification Form indicates that the Project Director has read, understand, and agrees to abide by the conditions set forth in the DOJ Financial guide.

3. Logic Model – “Rated Criteria”

- Click the “Instructions” box to see instructions for how to add a goal, objective, and/or activity.
- Identify your Goals and Objectives for the program. These should tie into the challenges, long-term approaches, and service-related needs detailed in the Program Summary.

- Goals, Objectives, and Activities should be completed in the following way:
 - **Goals:** Explain the goal of the project in a broad statement relating to one of the problems identified in the Problem Statement. Each goal should be **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime bound (S.M.A.R.T.)
 - **Objectives:** Enter a measurable objective that explains something the project will do, utilizing CESF program funds, to achieve the stated project goal. These should be measurable by a certain amount and within a certain amount of time. Include baseline numbers if you have them.
 - **Activities:** Identify and describe the activities that will occur to help achieve each of your stated project objectives.
 - Indicate an outcome or milestone for that activity.
 - Identify who will be responsible for the completion of that activity.
 - Identify a date on which this activity will be completed.
 - If a quantity is applicable, enter that as well.
 - An example of a Goal, Objective, and Activity can be found in the “Instructions” box.

4. **Timeline** – Informational Tab

- This is an informational tab that will be generated based on the timeframe information that you completed in the Logic Model.
- Review and ensure that it is realistic for your program.
- Should you be awarded funding, this timeline will be used as part of your performance evaluation so please ensure that it accurately reflects your plan for your program.

5. **Prior Year’s Outcomes (Attributable to JAG Funding Only)**

- If you have received JAG funding in the past, please fill in the appropriate data attributed to your past JAG funding.
- If your program does not deal with drug seizures, you are able to enter in your own measure.
- The years refer to JAG awards, not calendar years (FY2023 refers to the FY23 JAG award, etc.).

6. **Budget– "Rated Criteria"**

- The Budget is limited to the following categories: Salaries and Wages, Employee Benefits, Contractual Services, Travel, Equipment, Supplies, and Other Costs.
- Enter the line items and amounts under each appropriate category that you are requesting funding for.
- If you are requesting Confidential Funds, add the amount being requested under the Other Costs category.
- These items and amounts should directly relate to the problem statement you entered under the Program Summary and detail the funding needed to complete your Goals and Objectives entered in the Logic Model.
- Click the “Instructions” box to see instructions on how to add/delete a line under each category and some helpful information for how to fill in each section.

7. Budget Narrative "**Rated Criteria**"

- For every line item entered on the previous tab there **must be** a detailed justification of how costs were calculated and the need for the costs.
- In your justifications, be sure to relate how the requested items will address the challenges stated in the Problem Statement.

8. Budget Summary- Informational Tab

- This is an informational tab that will be generated based on the information entered on the Budget tab.
- Review and ensure that it is realistic for your program and matches the total funding amount you entered on the Program Summary tab.

9. Required Certifications

- **ALL** Applicants will be required to print the below certifications, have them completed, and include them with their application.
 - High Risk Status Disclosure
- Electronic signatures are acceptable if they are electronic versions of the individual's actual signature.
- Click the "Instructions" box to see how to download and upload the forms.

10. Required Documents

- **ALL** Applicants will be required to include the below documents with their application.
 - Most Recent Financial Audit for your Fiduciary Agency
- Click the "Instructions" box to see how to download and upload the forms.

11. Other Documents

- The documents in this section are only required if you have requested or noted the below items in your application.
 - For any overtime you will need to complete/provide:
 - The Overtime Certification for each agency that will be receiving funds
 - The Overtime Policy for each agency that will be receiving funds
 - For any salaries you will need to complete/provide:
 - The Job Duties Questionnaire
 - For Confidential Funds you will need to complete/provide:
 - The Confidential Funds Certification
 - If you have collaborative partnerships or are a multi-jurisdictional task you will need to provide:
 - a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.
- Electronic signatures are acceptable if they are electronic versions of the individual's actual signature.

- If multiple agencies are required to submit documents, they can be uploaded all together as one document.
- Click the “Instructions” box to see how to download and upload the forms.

12. Checklist

- Use this checklist to review your application and ensure that all pieces have been completed/uploaded.

13. Applicant Signatures

- Download the Application Signatures page and please have it completed/signed by the Applicant Agency Contact, Project Director, and Authorized Official to certify that the information presented in the application is true and correct to the best of their knowledge.
- Once completed please upload the signed copy back into CapMax.
- Electronic signatures are acceptable if they are electronic versions of the individual’s actual signature.
- Click the “Instructions” box to see how to download and upload the form.

14. Submission

- Go back to the Applicant Info tab and hit “Save & Submit” when you are ready to submit your application.
- You will receive an email notification stating that your application has been submitted.

Review and Selection

Upon receipt of applications, DPS-GMB, in conjunction with DEAC Budget and Funding Sub-Committee, will decide on the responsiveness and completeness of each application.

Complete applications will be submitted to the Budget and Funding Sub-Committee of DEAC for review and rating with the final recommendations submitted to the DPS Cabinet Secretary and full DEAC Executive Council for review and execution.

DPS-GMB is required to notify all applicants in writing of the outcome of their application no later than thirty (30) days after the application deadline. Unsuccessful applicants are afforded the right to appeal the selection process.

IMPORTANT NOTE: All JAG-funded programs are expected to demonstrate an emphasis on effective, evidence-based strategies and practices. OJP considers programs and practices to be evidence-based when their effectiveness has been **demonstrated by causal evidence** (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. **Causal evidence depends on the use of scientific methods** to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Rating Criteria

In conjunction with GMB, the DEAC Budget and Funding Sub-Committee will review, rank, and rate each responsive application received by the deadline based on the following criteria:

- 1. Problem Statement = 25%**
- 2. Project Design and Timeline = 25%**
- 3. Goals and Objectives = 10%**
- 4. Impact and Outcomes = 10%**
- 5. Data Reporting = 10%**
- 6. Budget/ Detail Narrative = 20%**

Appeal Process

Funding decisions may be appealed if an applicant believes any federal or state regulation involving selection was violated. Appeals must be submitted to the NM Department of Public Safety's Grants Management Bureau within 15 calendar days of the outcome notification. A three-member appeal panel shall review the request, decide its validity, and make a recommendation to the Cabinet Secretary of the Department of Public Safety.

In the event the Department of Public Safety receives an appeal, all funding decisions will be suspended until the appeal has been reviewed and a final decision made by the Cabinet Secretary. The Cabinet Secretary's decision will be final.

REQUIRED REPORTING/DATA SUBMISSION, AND MONITORING

All subgrantees are required to comply with all programmatic and financial reporting requirements as outlined below.

Financial Reporting / Requests for Reimbursement

Subgrantees are required to submit Request for Reimbursement forms (RFR) no later than the 15th of each month for the prior month. If no funds were expended in the prior month, an RFR is still required. DPS-GMB prefers to receive RFRs and supporting documentation electronically. All reports are

required to be accompanied by supporting documents including but not limited to copies of invoices, general ledgers, warrants/checks, overtime and payroll reports, and certifications.

Program Income

All recipients of JAG funds are required to account for program income generated by the activities of this agreement and shall report receipts and expenditures of this income on a Program Income/Federal Forfeiture form as stated within the Certified Assurances. Program income from federal asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity). All program income shall be expended during the life of the grant contract to further program objectives or may be refunded to the Federal government.

Programmatic Reporting

All recipients will be required to submit two (2) separate Reports:

1. **Federal Quarterly Performance Measurement Reports** will be due no later than the 15th of the month after the quarter end date. Federal quarterly reports are completed in DOJ-BJA's web-based [Performance Measurement Tool \(PMT\)](#). This will cover the programmatic accomplishment made toward the goals of the subgrant agreement.
2. **Monthly Progress Reports** will be due no later than the 15th day of the subsequent month. These progress reports will be completed using Excel and must be submitted by email to the Grants Management Bureau.

Subgrantees are required to submit to any additional reporting requirements as required by the DOJ/BJA or DPS-GMB.

IMPORTANT NOTE:

- *DPS shall **withhold reimbursement** of funds if any subgrantee is delinquent in submitting its required progress reports.*
- *Uniform Crime Reporting (UCR) is required for all subgrantees and associated program agencies to be eligible for award under the 2022 JAG Funding Program.*

Program Monitoring

Each subgrantee receiving an award for the 2023 JAG Program will be monitored for compliance by DPS-GMB in one or more of the following:

- **Desk Review:** Subgrantee files will be reviewed by GMB on a regular basis to ensure files are complete and up to date. Subgrantees will be notified of any deficiencies in writing, which will provide the opportunity to correct.
- **Site monitoring:** GMB will conduct site monitoring visits to the agency's fiduciary/ program office(s) for each subgrantee. This review can include, but is not limited to, the following documents:
 - Application, agreement, and certifications
 - Procurement policies and procedures
 - Agency EEOP and Discrimination policies
 - Financial management system
 - Non-expendable property list

- Goals and objectives
- Compliance with conditions of award

Certifications

- If a subgrantee is awarded funding under the 2023 JAG Program, they will be required to complete and submit the following certifications along with their Subgrantee Agreement.
 - [Certified Assurances](#)
 - [Privacy Certification](#)
 - [Equal Employment Opportunity \(EEOP\) Plan](#)

OMB CIRCULARS AND OTHER IMPORTANT LINKS

The new guidance, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 C.F.R. Part 200](#)), streamlines the Federal Government’s administrative, cost, and audit requirements for federal awards.

It is the responsibility of the recipient agency to comply with the federal guidelines contained in the inform guidance.

Other Links

- [Office of Justice Programs \(OJP\) Financial Guide.](#)
- [DPS-GMB website](#) with application information, forms, and other information.
- [New Mexico Administrative Code 10.10.3.](#)

2023 JAG GRANT APPLICATION CHECKLIST

Have you completed your application?

1. Application Tabs

- _____ Applicant Info
- _____ Program Summary
- _____ Logic Model
- _____ Timeline
- _____ Prior Outcomes
- _____ Budget
- _____ Budget Narrative
- _____ Budget Summary

2. Additional Application Documents

Required Certifications

_____ High Risk Disclosure

Required Documents

_____ Most recent Financial Audit for your Fiduciary Agency

Other Documents

If applying for Overtime funds,

_____ Overtime Certification

_____ Your Agency's Overtime Policy

If applying for Personnel Salaries,

_____ Job Duties Questionnaire

If applying for Confidential Funds,

_____ The Confidential Funds Certification

If you have any collaborative partnerships or are a multi-jurisdictional task force,

_____ Current/active memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.

3. Application Signatures _____

Have you:

- Completed your entire application using the appropriate forms?
- Double-checked your math?
- Included a detailed justification for each budget item?
- Included the required certifications and documents?
- Submit your application by hitting "Save & Submit" on the Applicant Info tab?
- Received a confirmation email that your application has been submitted?

SUPPLEMENTAL INFORMATION

New Mexico Strategic Planning Process

Due to budget shortfalls across New Mexico's communities, most law enforcement agencies are experiencing severe manpower shortages, thus limiting their ability to adequately provide necessary and meaningful law enforcement activities aimed at reducing drug, violent crime, and gang activities.

To address these shortfalls, DEAC has provided a coordinated focus on illegal drugs, violent crimes, criminal gang activity, and the nexus of crime across all areas, and stresses the coordination of information sharing among law enforcement agencies.

In September of 2012, DEAC established the DEAC Strategic Planning Sub-Committee which, in coordination with DPS-GMB, is charged with developing the State's Annual Strategic Plan. The annual plan is geared at providing a blueprint for activities of DEAC, including the development of goals, strategic action programs, and related timelines.

To ensure a consistent use of a Statewide Drug and Violent Crime Strategy, DEAC, in collaboration with the Southwest Border New Mexico Region HIDTA (SWB HIDTA), has adopted the SWB HIDTA's Annual Threat Assessment and Drug Strategy (call Sheila McDonald at 505-827-9115 for information on how to get a copy) as the baseline for statewide criminal justice priorities, including the use of evidence-based strategies and programs that address drug trafficking and violent crime.

Additional Strategic Planning & Coordination Efforts

The New Mexico Department of Public Safety (DPS) is involved in several planning and coordination initiatives throughout the state. Cabinet Secretary Jason R. Bowie serves as the Chairman of the Drug Enforcement Advisory Council (DEAC), which supports a regionally coordinated approach to New Mexico's HIDTA Strategy. The DEAC recommends the multi-jurisdictional task force approach, and all regional task forces collaborate with federal, state, and local law enforcement agencies. HIDTA also provides local units of government task forces and the New Mexico State Police with funding intended to disrupt and dismantle drug trafficking organizations. Coordination of intelligence and information exchange among federal, state, and local law enforcement agencies is a crucial element of an effective drug strategy.

DPS continues to prioritize drug demand-reduction efforts in coordination with federal, state, and local law enforcement agencies in New Mexico. Law enforcement will focus resources on communities affected by high crime and substance abuse and collaborate with existing resources to maintain or increase resource capacity and avoid duplication of effort.

APPENDIX I: DEAC MEMBERS

MEMBERSHIP/BYLAWS DISTINCTION
Drug Enforcement Advisory Council
February 29, 2024

	AT LARGE MEMBERS:	
1	The Cabinet Secretary of the Department of Public Safety, Chairperson	Jason R. Bowie, Cabinet Secretary, NMDPS
2	Chief of New Mexico State Police	William Weisler, Chief of Police, New Mexico State Police; DC Carolyn Huyhn, Vice Chairperson Proxy
3	Chief of the Albuquerque Police Department	Harold Medina, Chief of Police (Commander Luke Languit, designated representative); Deputy Chief Cecily Barker as proxy; Lt. Ryan Nelson
4	Bernalillo County District Attorney	Sam Bregman, DA, 2 nd Judicial District, Albuquerque, NM; Victoria LeBlanc, Deputy DA proxy
5	A District Attorney Outside of Bernalillo County	Clint Wellborn, DA, 7 th Judicial District, Socorro, NM
6	A Representative from Municipal Police Department outside City of Albuquerque	Stewart Steele, Chief of Police Rio Rancho
7	A Representative from Tribal or Pueblo Police Department	Paul Chavez, Acting Public Safety Director, Pueblo of Laguna
8	A Representative from Sheriff's Department	Denise Vigil, Sheriff, Valencia County Sheriff's Office; Jeff Noah, Undersheriff as proxy; Lt. Joseph Rowland
9	A Representative from New Mexico Department of Corrections	Alisha Tafoya Lucero, Cabinet Secretary; Wes Hatley, Region Manager as proxy
10	A Representative from a Law Enforcement Association or Organization	Matt Fisher, Vice President, Albuquerque Police Officers Association
11	A Representative from the New Mexico National Guard	Jason Crow, Lt. Col., N.M. National Guard
12	A Representative High Intensity Drug Trafficking Area	Will Glaspay, Regional Director
13	A Representative from New Mexico Children Youth and Families Department	Teresa Casados, Cabinet Secretary (Tamera Marcantel, Designated Representative)
14	Public Citizen Representatives Public Citizen Representatives	Bruce Richardson, Chimayo William Jacobs, Las Cruces
15	A Representative from the Region I Multi-jurisdictional Task Force	Ryan Nelson, APD or GS Jeffrey Armijo (DEA)

16	A Representative from the Region II Multi-jurisdictional Task Force	Sgt. Mitch Goins
17	A Representative from the Region III Multi-jurisdictional Task Force	Captain Scott McFaul
18	A Representative from the Region IV Multi-jurisdictional Task Force	Matias Apodaca
19	A Representative from the Region V Multi-Jurisdictional Task Force	Roger Grah
20	A Representative from the Region VI Multi-jurisdictional Task Force	Wm. Robert Sullivan
21	A Representative from the Region VII Multi-jurisdictional Task Force	Gabriel Arenibas
22	A Representative from the New Mexico Gang Task Force	Vacant
23	A Representative from the U.S. Marshals Southwest Investigative Fugitive Team	Vincent Gambone; Russell Lashley as proxy
24	A Representative from the New Mexico State Police-Investigations Bureau	Lt. Noe Alvarado
25	SCIP Courts Representative	Judge Cristina P. Argyres – Village of Los Ranchos
26	SCIP Prosecutor Representative	Prosecutor Mandana Shoushtari – Chief Deputy DA, 11 th District Attorney’s Office - Gallup
27	SCIP Behavioral Health Representative	Art Brambila – UNM Department of Psychiatry and Behavioral Sciences
28	SCIP Victims Advocate Representative	Susan Torres
29	SCIP Legal Counsel	Edna Sprague – NM Legal Aid
30	SCIP Law Enforcement Representative	Lt. Janice Madrid – NM State Police
31	SCIP Community Member	John Martinez – President of the Hispanic Cultural Center Foundation

	EX-OFFICIO MEMBERS:	
1	A Representative from the United States Attorney or Designee	Aja Brooks, Executive U.S. Attorney; Alyssa Skrepcinski, LE Coordinator, Designated Representative.
2	A Representative from the Drug Enforcement Administration	Scott Garland, ASAC; Terrance Woodard, Group Supervisor as proxy
3	A Representative from the Federal Bureau of Investigation	Eric Brown, ASAC, Designated Representative and Claudia Arias- Dannie Price as proxy
4	A Representative from the United States Border Patrol	Vacant
5	A Representative from the Bureau of Indian Affairs	Gary Ortega
6	A Representative from the U.S. Marshals Service District of New Mexico	Russell Lashley, US Marshall
7	A Representative from the Immigration and Customs Enforcement/Homeland Security Investigations	Vacant